

City and County
of San Francisco

Shared Spaces

共用空間 Espacios compartidos

APPLICATION AND SITE PLAN TRAINING

Wednesday, October 19, 2022



Agenda

1. Permitting Process - 5 minutes
2. What a Site Plan Should Include - 10 minutes
3. Conditional Requirements - 2 minutes
4. Other Documents Required - 3 minutes
5. Examples - 10 minutes
6. Questions & Discussion - 45 minutes

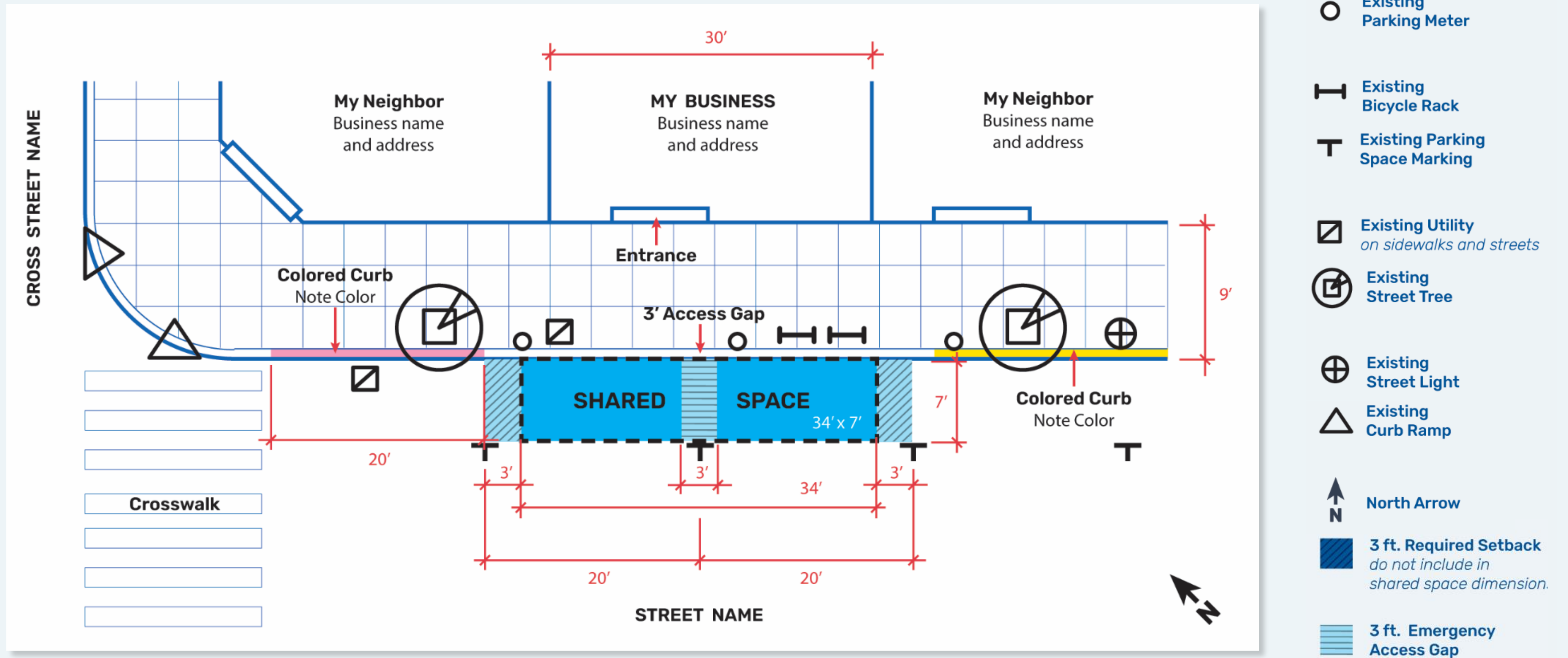
Sidewalks and Curbside: Shared Spaces Design Guidelines



人行道和路邊：共用空間設計指南
Aceras y carriles de estacionamiento: Pautas de diseño de Shared Spaces

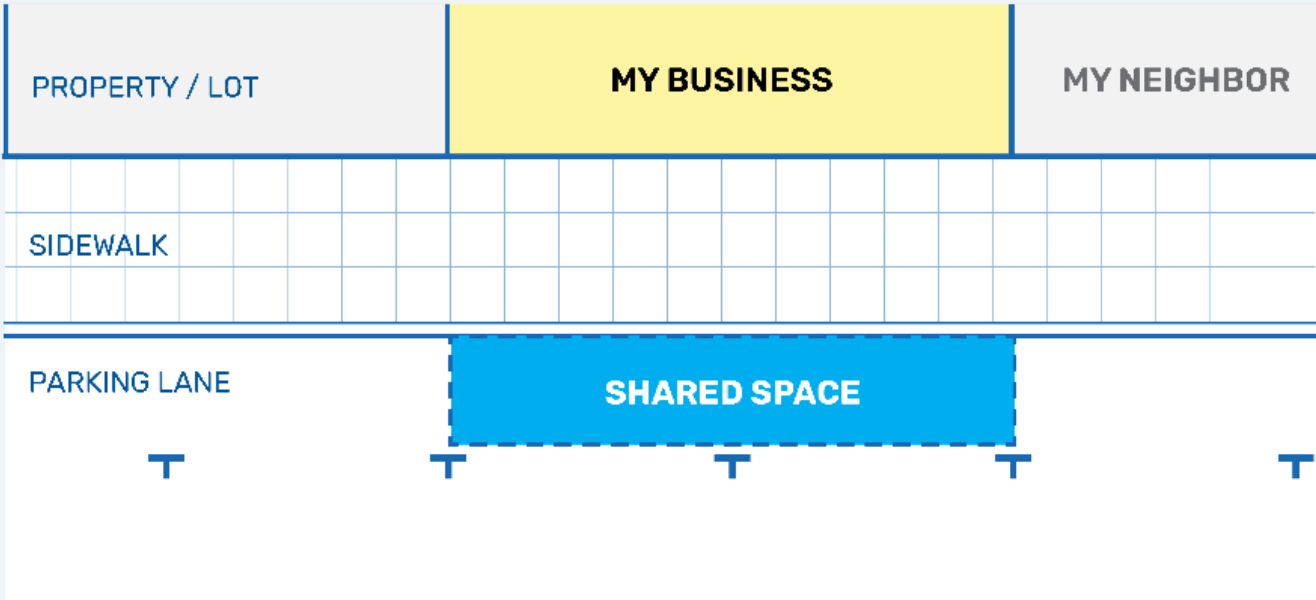
Site Plan

APPLICATION SUBMITTAL



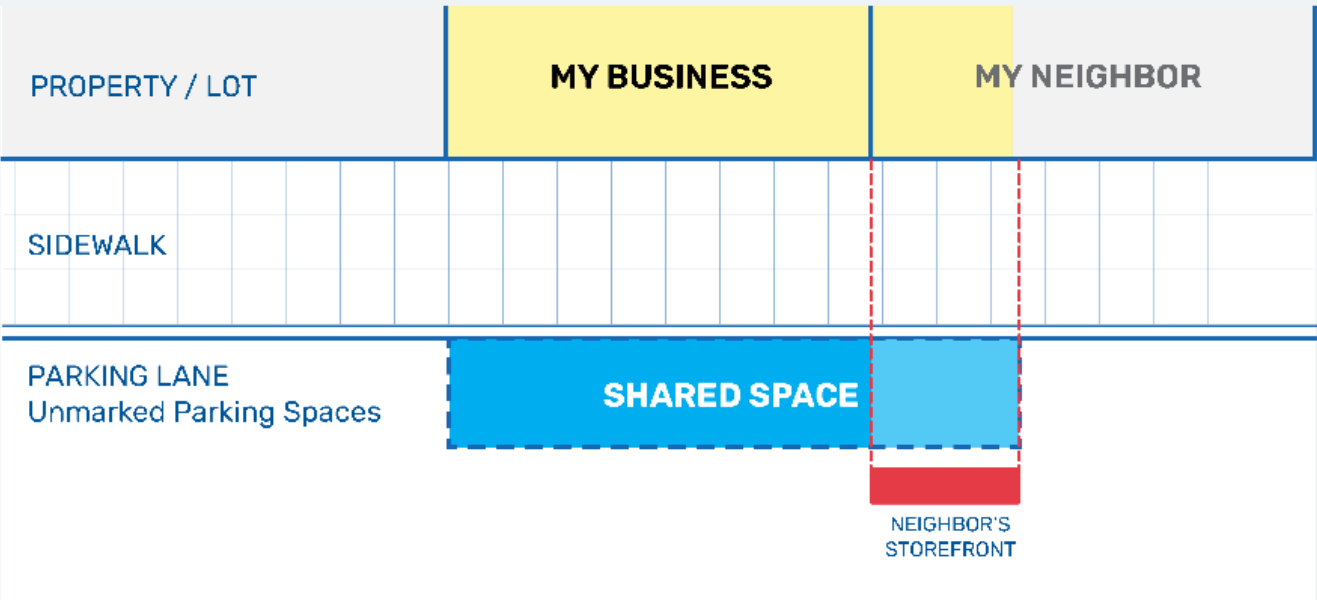
Neighbor Consent

OPTION 1: Shared Space fully within business frontage.

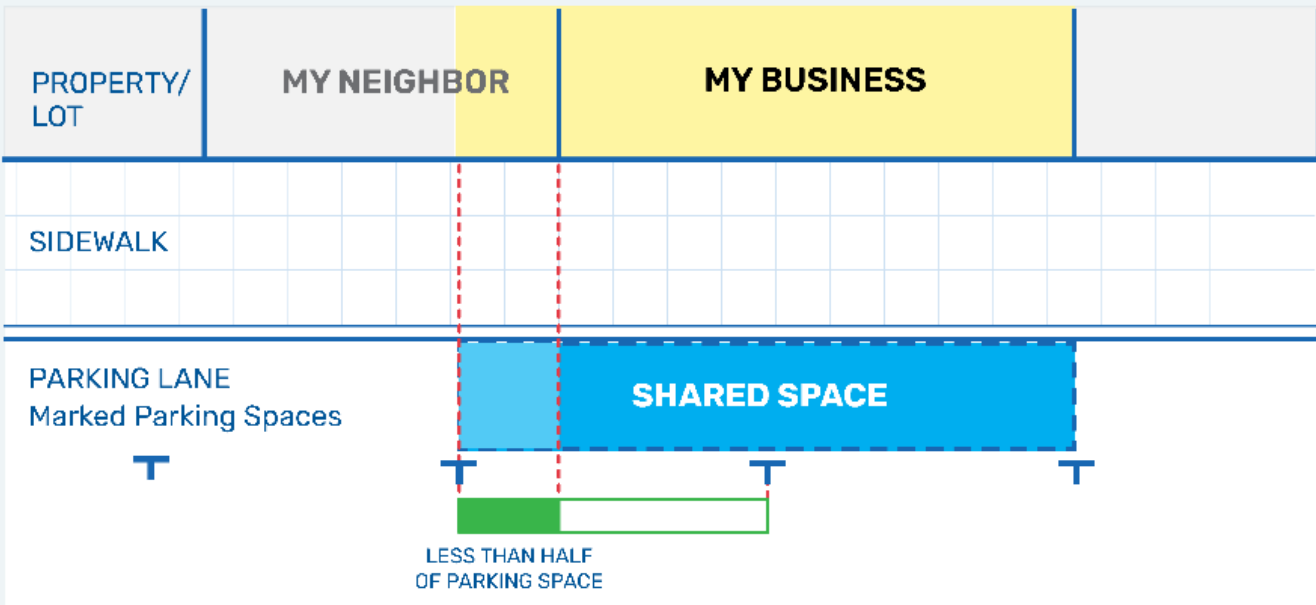


OPTION 2: Shared Space extends into a neighboring frontage, occupying an unmarked space.

NEEDS NEIGHBORING CONSENT

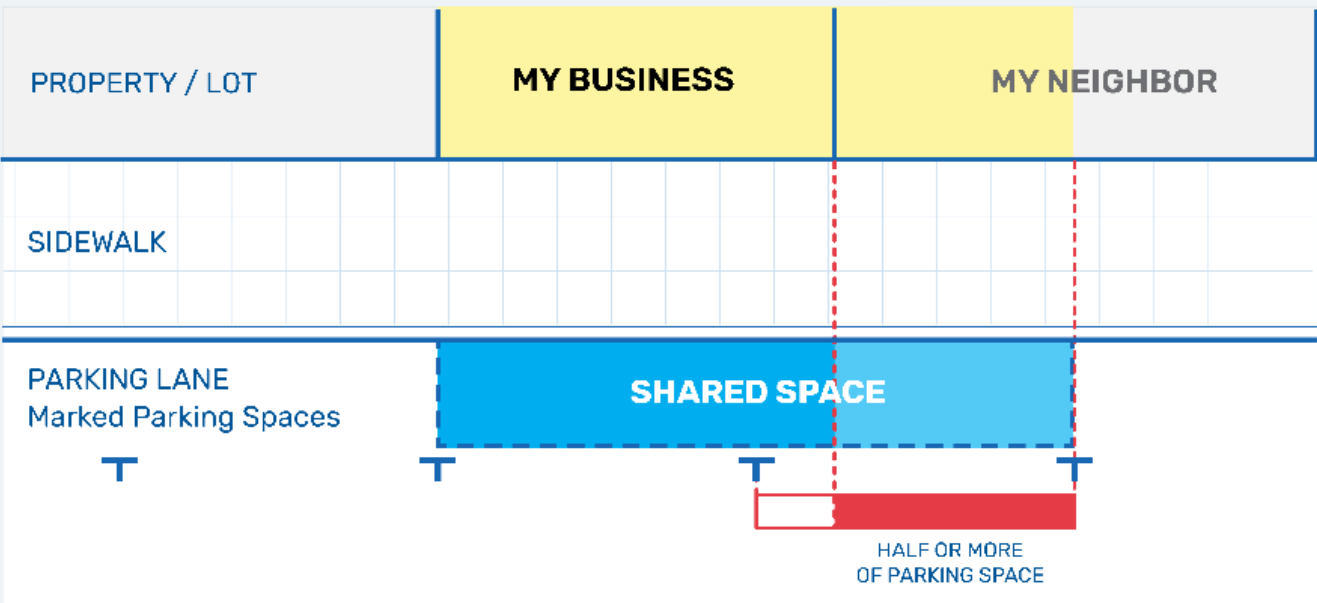


OPTION 3A: Shared Space extends only slightly into a neighboring frontage, taking up less than half of a marked parking space in the neighboring frontage.



OPTION 3B: Shared Space extends at least half of one marked parking space into a neighboring frontage.

NEEDS NEIGHBORING CONSENT



Neighbor Consent

APPLICATION
SUBMITTAL



Shared Spaces: Neighboring Letter of Consent

Applicant Acknowledgement (to be filled out by the Shared Spaces Applicant)

I **acknowledge** that I am an owner or authorized representative of the business:

(Insert Business Name)

located at:

(Insert Business Address)

I am seeking authorization to occupy the area associated with my Shared Spaces permit. The proposed permit extends into the frontage of a neighboring property located at:

(Insert Neighboring Property Address)

I **acknowledge** that, if approved, I am responsible for maintaining the full scope of my occupancy under my Shared Spaces Permit, including any permitted space that extends to a neighboring frontage, in accordance with the program terms outlined in Administrative Code Chapter 94A, Public Works Code Section 793, and corresponding Public Works Director's Orders.

I **understand** that if the tenancy and/or property ownership of the neighboring property changes, Public Works may require me to submit an updated consent letter to continue utilizing any space extending into a neighboring frontage regardless of the status of my Shared Spaces permit at the time of change of ownership.

I **understand** that consent to occupy neighboring space as part of my Shared Spaces permit is revocable in nature; and, if such consent is revoked, or if my occupancy is not accordance with the terms of Administrative Code Chapter 94A, Public Works Code Section 793, and corresponding Public Works Director's Orders, that my business is responsible for the removal of any structure placed in the right of way under my Shared Spaces permit, including any applicable portion of my Shared Spaces permit extending into a neighboring frontage. I acknowledge that I must obtain an up-to-date consent letter for any future permit renewals as requested by Public Works during future permit renewal processes.

APPLICANT SIGNATURE

Signature:	Print Name:	Date:
------------	-------------	-------

 Please email this signed letter to SharedSpacesPermit@sfdpw.org

Shared Spaces

Neighboring Letter of Consent

Neighboring Acknowledgement (to be filled out by the Neighboring Tenant or Property Owner)

I **acknowledge** that I am the (check one) ☐ **ground floor tenant** ☐ **property owner** of

(Insert Neighboring Property Address)

This property is adjacent to the business operated by the Shared Spaces Applicant.

I **consent** to allow the Shared Spaces Applicant, located at the business address listed in the above "Applicant Acknowledgement" section, to occupy the space in the sidewalk and/or parking lane fronting my leased space or property. I understand that the Shared Spaces Applicant's occupancy will be consistent with a Shared Spaces permit in accordance with the program terms outlined in Administrative Code Chapter 94A, Public Works Code Section 793, and corresponding Public Works Director's Orders.

TENANTS ONLY

I **acknowledge** that I am not prohibited by any lease or rental agreement from granting this consent to this neighboring business.

This consent is for the permittee's upcoming permit cycle, which may last up to 12 months from the date of permit approval and acknowledge that any enforcement action against a permittee for revoked neighbor consent may be suspended until the time of Shared Spaces permit expiration.

TENANT OR PROPERTY OWNER SIGNATURE

Signature:	Print Name:	Date:
------------	-------------	-------

Title (Example: Business Owner, Property Owner)

 Please email this signed letter to SharedSpacesPermit@sfdpw.org

① 311 Free language assistance / 免費語言協助 / Ayuda gratis con el idioma / Бесплатная помощь переводчиков / Trợ giúp Thông dịch Miễn phí / Assistance linguistique gratuite / 無料の言語支援 / 무료 언어 지원 / Libreng tulong para sa wikang Filipino / การช่วยเหลือทางด้านการสื่อสารโดยไม่เสียค่าใช้จ่าย / 無料で利用できる言語支援サービス

Existing Condition Site Photos



Existing Condition Site Photos



Existing Condition Site Photos

APPLICATION
SUBMITTAL



Permit Application Timeline



NOVEMBER
2022

1. Applications for post-pandemic permits due by November 1, 2022
2. Once a complete application is received, the Shared Spaces Team will
 - Review your application and site plan.
3. Once application and site plan are approved, the Shared Spaces Team will
 - Conduct a preliminary inspection of your parklet and
 - Post a 10-Day Public Notice at the site.
4. After the 10-Day Public Notification period has passed,
 - your permit will be conditionally approved
 - you will be given time to make modifications to your existing structure, or install a new structure. The structure must match your approved site plan
5. After construction and/or remodel is complete, you must
 - follow up with the Department of Public Works sharedspacespermit@sfdpw.org to schedule a final site visit to verify that your Shared Space is compliant.
6. After your Shared Space is deemed compliant, Public Works will issue your permit and site signage

Parklet Site Plan Checklist –

MINIMUM REQUIREMENTS TO BE SHOWN



NOVEMBER
2022

Site plan should show a bird's eye view of the proposed Shared Space and include the following items:

- Business Footprint (Name and Address), including length of business frontage.
- Neighboring Businesses (Name and Address), including extent of encroachment if applicable.
- Sidewalk and street fronting business, including total sidewalk width and any surface obstructions (i.e. tree wells, bike racks, parking meters, light poles, etc.) adjacent to proposed Shared Space.
- North Arrow, showing orientation of site plan.
- Street Names and Crosswalks.
- Colored Curbs.
- Total length and width of proposed Shared Space per SFMTA's final determination, including required 3-foot emergency access gap and 3-foot setbacks on both sides.
- Marked parking spaces should show location of parking Ts on roadway and meters on sidewalk.
- Utilities in the parking lane and clearance from them (may not be obstructed by the structure).



NOVEMBER
2022

Items Not Shown on Site Plan

(CONDITIONAL REQUIREMENTS)

Conditional requirements must be met since site plan does not show elevation/section views (Certifications Form):

- Wall height (not to exceed 42 inches).

Anything above 42 inches must be made of transparent materials.

- **Roof:** Minimum height 7 feet, maximum 10 feet. Not allowed on structures adjacent to sidewalks less than 10 feet wide.
- Structure may not obstruct vertical clearance for emergency access gaps nor be installed above the sidewalk.
- 6" x 6" gutter clearance at the curb along the entire length of the structure for drainage.

- **ADA seating:**

Structure must be flush with the sidewalk and have a 4-foot-wide accessible path from the sidewalk to the structure.

At least one (1) ADA table that is 28 inches tall with a total clear floor space of 30 inches by 48 inches for wheelchair use.

- One (1) bench or seating arrangement that must be made available to the public.
- Wheel stops and soft-hit posts required on both ends of structure at edge of setbacks.

Other Required Documents



NOVEMBER
2022

- Completed Certifications Form (checklist must be filled out).
- Certificate of Insurance with required language (Waiver of Subrogation).
- Signed Neighboring Consent Form (if applicable).
- Current photos of site.

ACORD.		CERTIFICATE OF INSURANCE						ISSUE DATE:	
PRODUCER:		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER OTHER COVERAGE AFFORDED BY THE POLICIES BELOW.							
		COMPANIES AFFORDING COVERAGE							
		COMPANY LETTER A							
		COMPANY LETTER B							
INSURED:		COMPANY LETTER C							
		COMPANY LETTER D							
COVERAGES AND LIMITS									
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.									
CO. LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF. DATE	POLICY EXP. DATE	DESCRIPTION	LIMITS	
	GENERAL LIABILITY <input checked="" type="checkbox"/> COMM. GENERAL LIAB. <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCURRENCE <input type="checkbox"/> OWNER'S & CONTRACTOR'S PROT	Y					GENERAL AGGREGATE PROD-COMP/OP AGG PERS & ADV. INJURY EACH OCCURRENCE FIRE DAMAGE (One Fire) MEDICAL EXPENSE (One Per)	\$2,000,000 \$1,000,000 \$1,000,000 \$1,000,000 \$ 100,000 \$ 5,000	
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> GARAGE LIABILITY						COMBINED SINGLE LIMIT BODILY INJURY (Per Person) BODILY INJURY (Per Accident) PROPERTY DAMAGE	\$ \$ \$ \$	
	EXCESS LIABILITY <input type="checkbox"/> UMBRELLA FORM <input type="checkbox"/> OTHER THAN UMBRELLA FORM						EACH OCCURRENCE AGGREGATE	\$ \$	
	WORKERS' COMPENSATION AND EMPLOYER'S LIABILITY THE PROPRIETOR/ PARTNER/EXECUTIVE OFFICERS ARE: <input type="checkbox"/> INCL. <input type="checkbox"/> EXCL.	N/A	Y				<input checked="" type="checkbox"/> STATUTORY LIMITS EACH ACCIDENT DISEASE-POLICY LIMIT DISEASE-EACH EMPLOYEE	\$1,000,000 \$1,000,000 \$1,000,000	
	OTHER INSURANCE								
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS: Above policies have been endorsed to name as additional insured: City and County of San Francisco, its Officers, Employees and Agents. Worker's Compensation includes a Waiver of Subrogation in favor of the City & County of San Francisco, its Officers, Employees and Agents.									
NAME AND ADDRESS OF CERTIFICATE HOLDER:						CANCELLATION:			
Bureau of Street-Use & Mapping 49 South Van Ness Avenue, Suite 300 San Francisco, CA 94103						SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT.			
ACORD 25-6 (3/93)						AUTHORIZED REPRESENTATIVE: ©ACORD CORPORATION 1993			

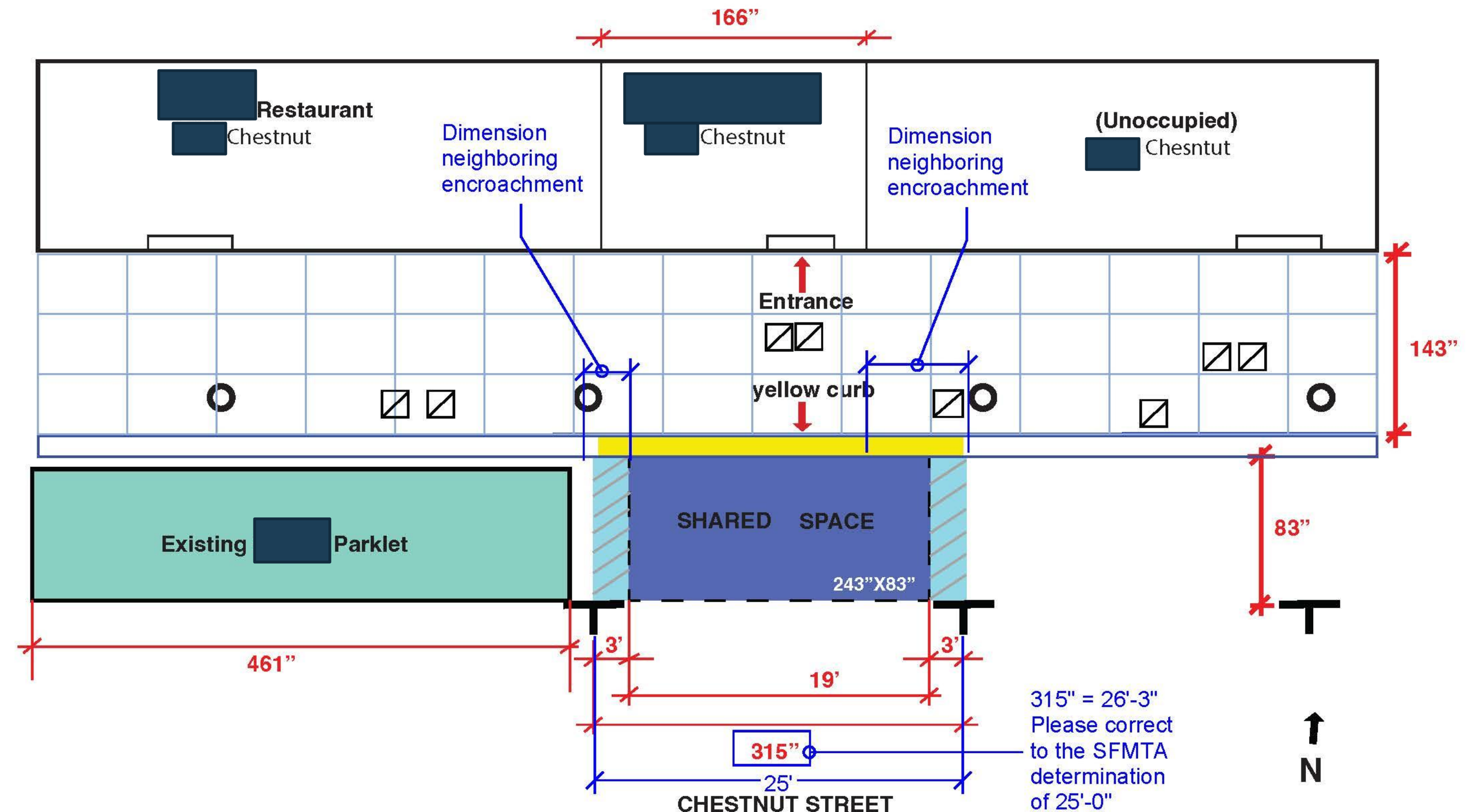
Site Plan Example: Coffee Shop

Marina District



NOVEMBER
2022

- Computer-generated (not professionally done).
- Missing extent of encroachment onto neighboring frontages.
- Dimensions need to be modified to align with SFMTA's permitted scope of occupancy.
- Shows required setbacks, locations of surface obstructions, parking T's and meters, and sidewalk width.
- Emergency access gap not required.



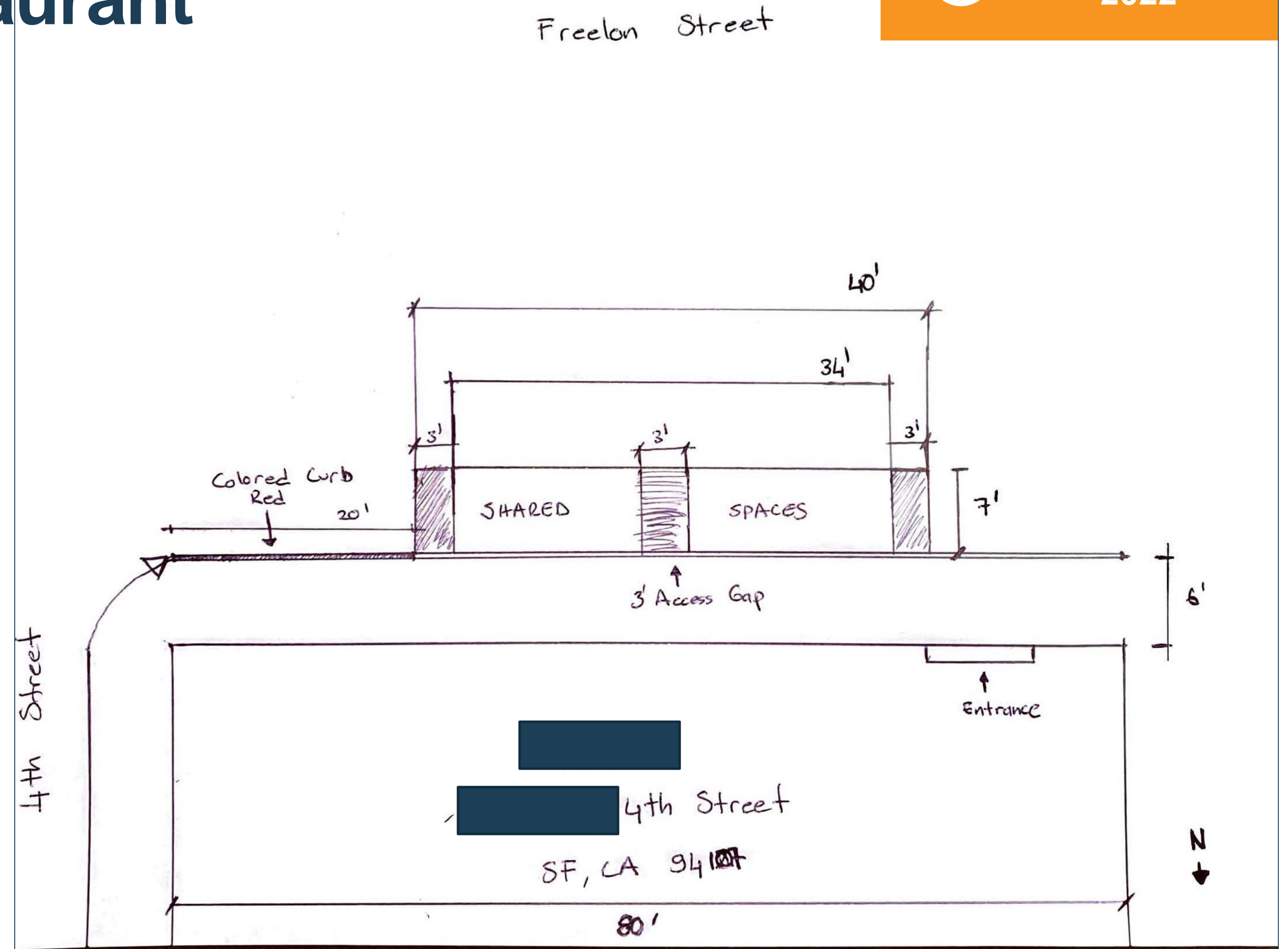
Site Plan Example: Restaurant

SOMA



NOVEMBER
2022

- Hand-drawn by applicant - acceptable upon submittal.
- Unmetered block (no parking T's or meters).
- Sidewalk is only 6 feet wide = no roof allowed.
- Shows required dimensions, property corner, colored curb, setbacks and emergency access gap.

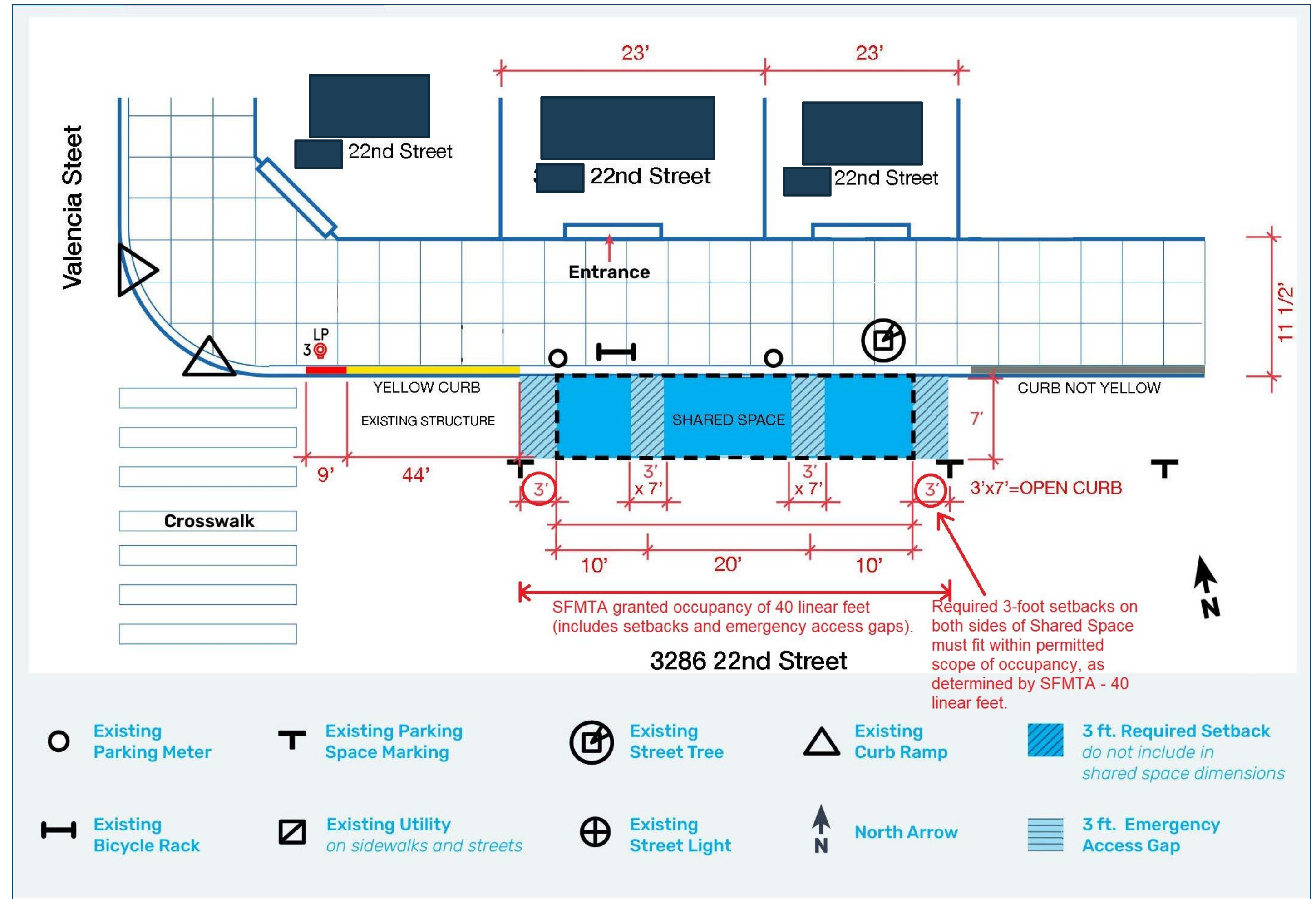


Site Plan Example: Bar Mission



NOVEMBER
2022

- Used sample site plan as foundation - allowed but should be modified according to current conditions of sidewalk and roadway at subject location.
- Required setbacks do not fit within 40 linear feet permitted by SFMTA.
- Shows required dimensions, property corner, surface obstructions, colored curb, parking T's and meters, setbacks and emergency access gap.
- Neighbor consent required.



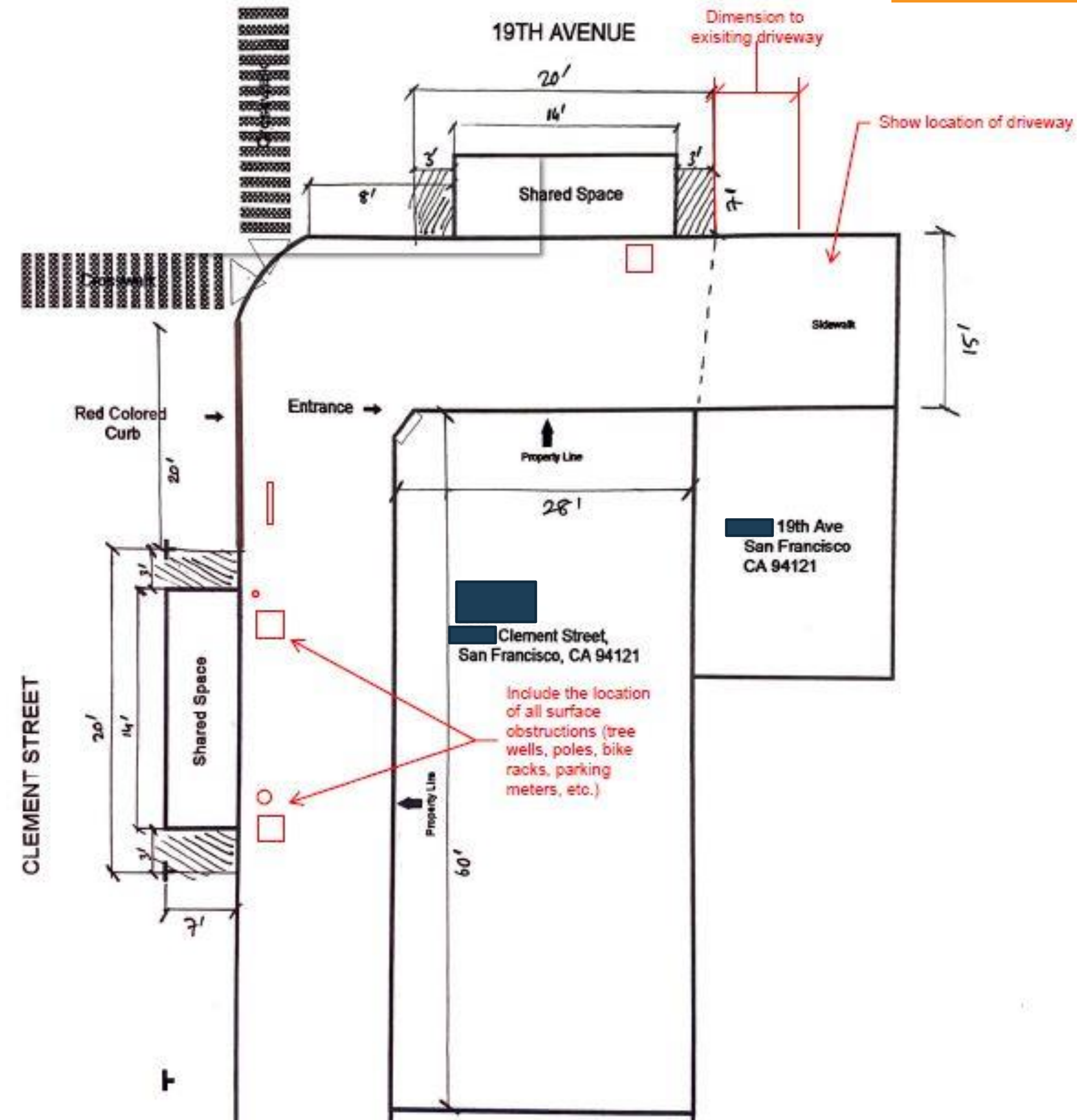
Site Plan Example: Restaurant

Richmond



NOVEMBER
2022

- Computer-generated with hand-drawn elements.
- Missing location of existing driveway (minimum 2-foot clearance required) and surface obstructions adjacent to structure.
- Proposed Shared Spaces on both frontages.
- Shows property corner and required clearances from intersection for daylighting (20 feet for nearside and 8 feet for farside).



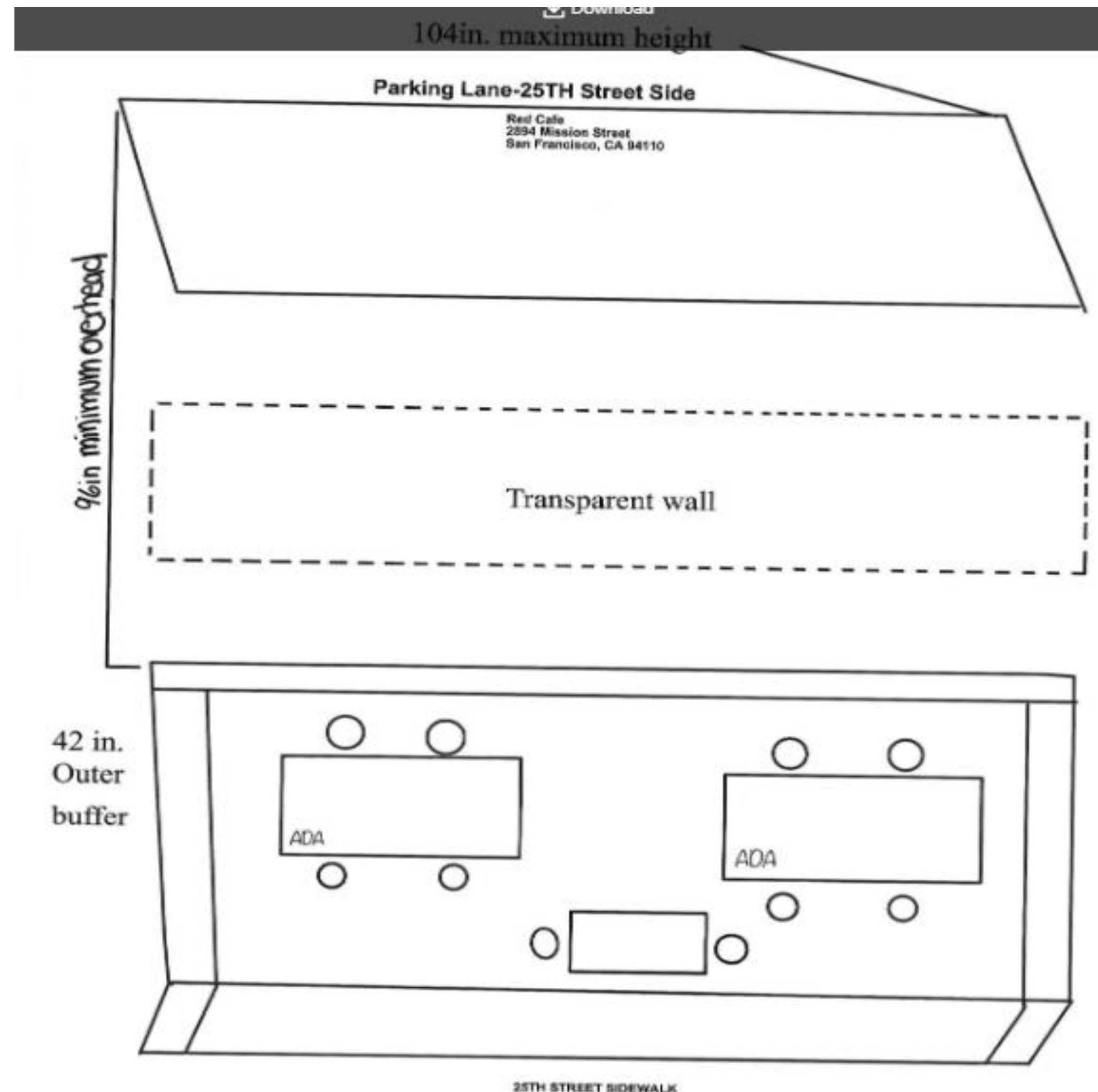
Site Plan Example: Café

Mission

- 3D rendering, not a bird's eye view of the site.
- Missing information required to identify location of proposed Shared Space.
- Does not show business frontage, sidewalk space, or parking lane.
- Missing all required dimensions, including length and width of structure.



NOVEMBER
2022



Other Resources for Businesses

1. All resources available at **sf.gov/shared-spaces**
2. [Permit Application Worksheet](#)
3. [Shared Spaces Manual 2.0 \(September 2022\)](#)
4. Parklet Design Trainings: Next one on October 27th
 - o [List of Architects, Designers and Builders](#) who attended our parklet design training
5. Emergency Response at Shared Spaces [Public Service Announcement](#)
6. Shared Spaces Events: sf.gov/information/shared-spaces-webinars-and-events
7. [Sign up for our Shared Spaces Mailing List](#) for frequent bulletins from the program

Other resources for Shared Spaces operators about compliance

Parklet sponsors will receive communications from the City (First week of October) to help them understand how to make their pandemic Shared Spaces safe and accessible. Transition & Compliance Timeline at: sf.gov/shared-spaces-timeline

- [Compliance Advisory](#) via email. This will summarize all the design and placement issues at each site that the City has noted so far. These issues will need to be corrected for the site to be eligible for a post-pandemic permit that starts April 2023.
- SFMTA Assessment via email. This assessment will elaborate on details beyond what's summarized in the Compliance Advisory regarding the business location's footprint options. It will provide solutions to resize or relocate your space to be eligible for a post-pandemic permit to take into account updated neighbor permission, color curb zones reinstatement, intersection visibility, and alignment with the programs 2 space cap requirements.

San Francisco

Shared Spaces

sf.gov/sharedspaces

Compliance Advisory

Date Printed: 8/23/2022

Dear Shared Spaces Permit Holder:

We all recognize the impacts the pandemic shutdown had on local businesses and the challenges many are facing reopening and rebuilding. We are currently focusing enforcement efforts on life-safety and significant ADA issues. Economic recovery from the COVID-19 pandemic will be an ongoing process in the months ahead. To stabilize neighborhood businesses, the Shared Spaces Ordinance allows for a staggered transition from the emergency, pandemic version of Shared Spaces to the permanent version of the program. We are eager to provide you with as much advice as possible using the email addresses below.

Design and operating regulations will go into effect gradually over time. This will help minimize negative financial impacts for Shared Spaces sponsors who need to make modifications. These rules ensure disabled access, emergency response, transit function, and loading zones.

See below for issues that require immediate attention, as well as other issues that can wait until March 2023 should you desire to transition into the permanent program. Departments listed below may be in touch in the months ahead with additional items. You will receive separate communication regarding timelines for the items listed below.

Business:

The Blue Legume

1234 PARKLET ST, SAN FRANCISCO, CA, 94103

BOS District

D 03

Type:

Parking Lane

COMPLIANCE ISSUES (BY CITY AGENCY)	SHARED SPACES MANUAL *
DPW BSM (Contact Fady Khoury, SharedSpacesPermit@sfdpw.org)	
Built Platform Structure Non ADA	P.1-P.4; P.18; P. 29
Lack Of ADA Accessible Seating	P.42
Flooding	P.15
SFFD Bureau of Fire Prevention (Contact Lt. Sy, FireSharedSpaces@sfgov.org)	
Required Gap For SFFD Access	P.19
Structure Blocks View 42 Inches	P.63; P.64; P.76
SFMTA Assessment (Contact Francesca Napolitan, SharedSpaces@sfmta.com)	
Assessment has been completed. Color Curb Issues: Yellow ; Structure has been built too wide or too long and/or is not in the space identified when the temporary permit was approved. MTA Legislated Space: Parklet Street, North side, from 173 feet to 245 feet East of 8th St at meter number(s) 555-55550, 555-55551, 555-55552 . Total 72 ft zone.	Please reference SEC. 94A.3. SHARED SPACES POLICIES AND OBJECTIVES for the relevant code section for the Curb Management Strategy.

*The Shared Spaces Manual is available at sf.gov/shared-spaces-manual (VERSION 1.1 11.22.2021)

To see if your business qualifies for a grant to enhance or improve your Shared Space, please visit <https://sf.gov/topics/small-business-storefronts> to see funding available now.

311 Free language assistance / 免費語言協助 / Ayuda gratis con el idioma / Бесплатная помощь переводчиков / Trợ giúp Thông dịch Miễn phí / Assistance linguistique gratuite / 無料の言語支援 / 무료 언어 지원 / Libreng tulong para sa wikang Filipino / ภาษาช่วยเหลือภาษาฟรี / 免費語言協助 / 311 Free language assistance / 免費語言協助 / Ayuda gratis con el idioma / Бесплатная помощь переводчиков / Trợ giúp Thông dịch Miễn phí / Assistance linguistique gratuite / 無料の言語支援 / 무료 언어 지원 / Libreng tulong para sa wikang Filipino / ภาษาช่วยเหลือภาษาฟรี / 免費語言協助

Shared Spaces Contact Info

- General Shared Spaces Questions? Email: sharedspaces@sfgov.org
- Footprint and Loading Zone Questions? Email: sharedspaces@sfmta.com
- Application Status and ADA Accessibility Questions: sharedspacespermit@sfdpw.org
- Report Shared Spaces abandonment or complaint: sf.gov/shared-spaces-311
- Shared Spaces Equity Grants for compliance: sharedspaces@sfnewdeal.org or sharedspaces@sfgov.org

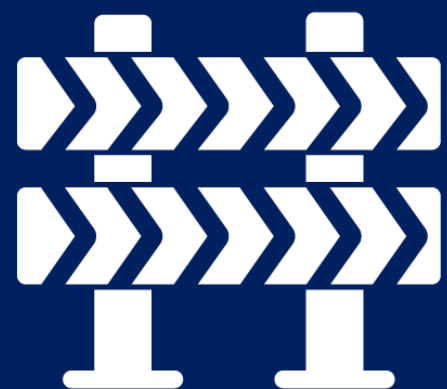
Equity Grants: Round 2.2 Applications Live!



Tables & Chairs



Enclosures & Planters



Barricades & Diverters

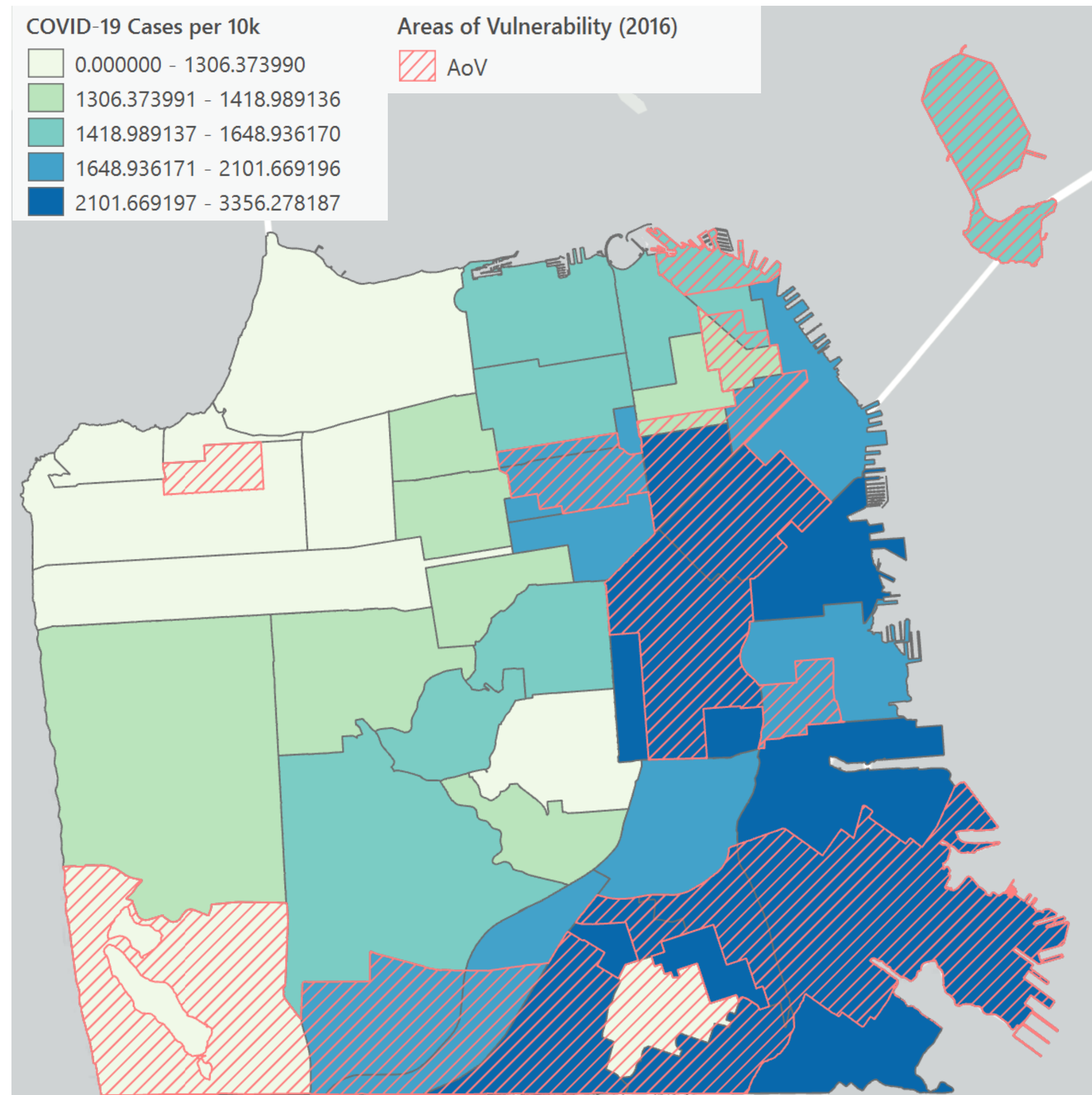
Use los fondos para materiales como mobiliario o barreras de tránsito móviles. Los artículos como barreras y muebles se le pueden reembolsar o comprar para usted.

使用補助金購買可移動的傢俱或交通隔離物等材料。您可以獲得購買隔離物和傢俱等物品的補償，或者享有代購服務。

Equity Grants: Selection Priorities

公平撥款：選擇優先條件

Subsidios de capital: Prioridades de selección



1. Hardest hit by the COVID-19 pandemic, with **high rates of cases and deaths**
2. Neighborhoods with a higher density of vulnerable populations, including but not limited to people of color, seniors, youth, people with disabilities, linguistically isolated households, and people living in poverty or unemployed defined as “**Areas of Vulnerability**” by DPH
3. In established **Cultural Districts**
4. Registered as **legacy businesses**
5. Below \$2.5M in **gross receipts**
6. **Not already receiving grants** through other City grants programs like SF Shines

Public Access: Curbside Use Types & Fees



APRIL 2023

公共通道：路邊使用類型和費用

Acceso público: Tipos y cuotas de uso de los carriles de estacionamiento

TIER	TYPE	OCCUPANCY FEES		
		Permit (one time)		Annual License
1	Public Parklet	\$1,000	\$250	\$100
2	Movable Commercial Parklet	\$2,000	\$1,000	\$1,500
3	Commercial Parklet	\$3,000	\$1,500	\$2,000
		First Parking Space	Each Additional Parking Space	Per Parking Space
1/2 fee waiver for businesses with \leq \$2M in SF gross receipts				



THANK YOU!

Questions?

Robin Abad Ocubillo
Shared Spaces Program Director
Monica Munowitch
Deputy Program Manager
Annie Yalon
Deputy Program Manager
Gregory Slocum
Permits Manager
Michael Lennon
Enforcement
Ken Cofflin
San Francisco Fire Marshall
Nicole Bohn
Office of Disability

謝謝您！

問題

¡GRACIAS!

Preguntas



[Twitter.com/SharedSpacesSF](https://twitter.com/SharedSpacesSF)



[Instagram.com/SharedSpacessf](https://www.instagram.com/SharedSpacessf)



[Facebook.com/SharedSpacesSF/](https://www.facebook.com/SharedSpacesSF/)



[SF.gov/Shared-Spaces](https://sf.gov/Shared-Spaces)



SharedSpaces@sfgov.org